

## Information Technology and Computer Skills Training

### **SAM II – HR DEDUCTIONS & BENEFITS**

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$95.00

#### **Workshop Description:**

The processing of employee deductions and benefits is a major component of payroll processing because it affects the pay of employees. In SAM II HR a deduction is an amount by which an employee's pay is reduced. A benefit consists of a contribution on the part of the employer and a contribution on the part of the employee. Therefore, in this system a benefit is mechanically processed like a deduction.

The purpose of this course is to explain the steps necessary to enroll employees in the appropriate deduction and benefit plans.

#### **Course Content:**

Participants who attend this program will learn about:

- INTRODUCTION TO DEDUCTIONS AND BENEFITS
- REFERENCE TABLES FOR EMPLOYEE DEDUCTIONS
- ADJUSTING EMPLOYEE DEDUCTIONS
- REFERENCE TABLES FOR EMPLOYEE BENEFITS
- ESTABLISHING EMPLOYEE BENEFITS
- ADJUSTING EMPLOYEE BENEFITS
- DEDUCTIONS AND BENEFITS INQUIRIES AND REPORTS

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